



ELECTRONIC REGISTRAR ONLINE


(a.k.a. *eSchools*)

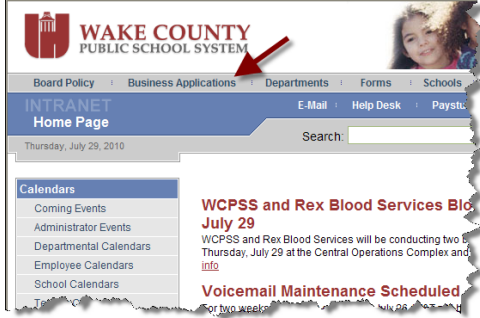

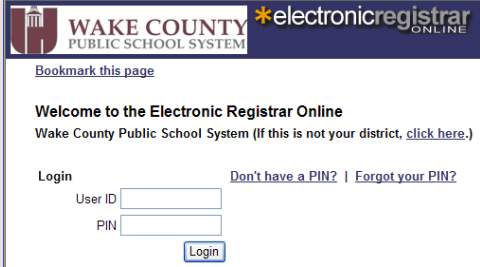
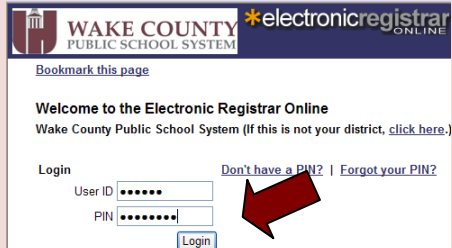
For New Employees

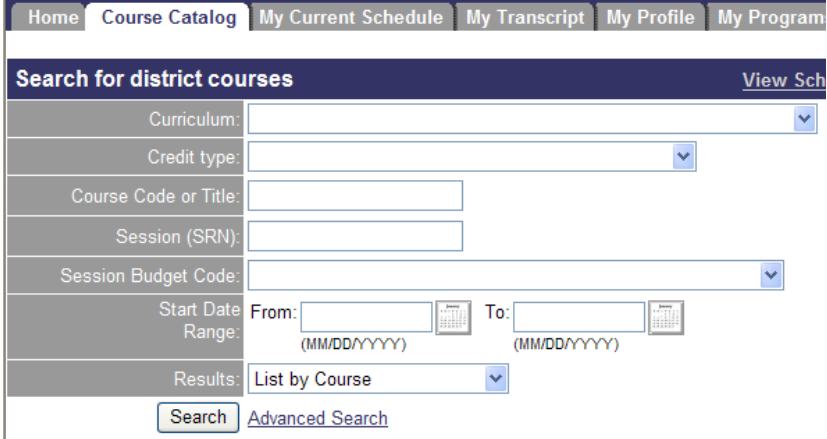
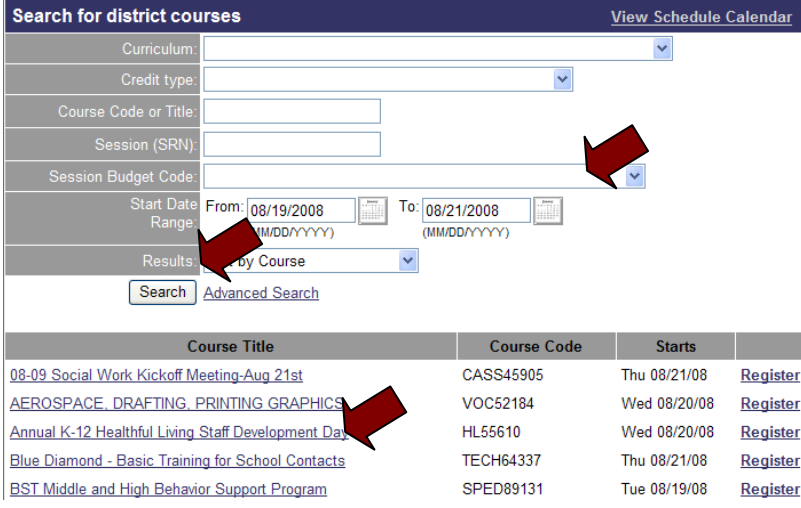
(Updated July 2010)

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QUESTIONS	ANSWERS
<p>1. What is ERO or eSchools?</p> <p>NOTE: Most people in WCPSS call it <u>eSchools</u></p>	<p>To track all credits earned toward Teacher Licensure and Renewal WCPSS uses the internet-based software program called Electronic Registrar Online (ERO)</p> <div style="text-align: center;">  </div> <p style="text-align: center;">  </p> <p>from the company called eSchoolSolutions</p> <p>eSchools is the software of record for all licensure renewal credits and is used by ALL WCPSS employees to register for and track their attendance at workshops/trainings/meetings.</p>

QUESTIONS	ANSWERS
<p>2. What will eSchools do for me?</p>	 <p>Once logged in to eSchools click on the following tabs to:</p> <ol style="list-style-type: none"> 1. Course Catalog - Search for and register for training or meetings. 2. My Current Schedule - Check training for which you are already registered 3. My Transcript - Check on training which you've completed 4. My Profile - Check on your profile information 5. My Evaluations - Evaluate training you've completed
<p>3. How do I access eSchools?</p>	<p>eSchools is <u>an Internet-based</u> software program that can be accessed from <u>any</u> computer that has a connection to the Internet.</p> <p>There are links to eSchools from the WCPSS 1) Internet and 2) Intranet.</p> <ol style="list-style-type: none"> 1. From the Internet (e.g., computers not at school): <ul style="list-style-type: none"> • Go to the WCPSS Internet Homepage (http://www.wcpss.net). • Scroll down until you see the link on the left for Staff <ul style="list-style-type: none"> • Click on the dropdown box and select eSchools. 2. From the WCPSS Intranet (computers at school): <ul style="list-style-type: none"> • Go the WCPSS Intranet Homepage (http://www2.wcpss.net) • Click on Business Applications

QUESTIONS	ANSWERS
	  <ul style="list-style-type: none"> Click on the link for eSchools
<p>4. When will I get access to eSchools and how do I login?</p>	<p>Information on all new employees is loaded into eSchools on the Friday after you begin in your position with WCPSS.</p> <p>To log in after that, follow the instructions in #3 to get to the login page:</p>  <p>NOTE:</p> <ul style="list-style-type: none"> User ID: <u>6-digit WCPSS employee number</u> (that's the number you will use to check your paystub online.) PIN: <u>last 4 digits of your social security number</u>. (You may reset your PIN to another 4-9 digit number of your choice after you log in.) <p>Type in your 6-digit WCPSS employee number. Type in the last FOUR digits of your social security number (or whatever PIN you've changed it to)</p>  <p>Click on the Login button.</p>

QUESTIONS	ANSWERS
<p>5. How do I register for a workshop?</p> <p>A. Choose a search parameter</p>	<p>Click on the Course Catalog tab.</p> <p>Search for courses by</p> <ul style="list-style-type: none"> • Curriculum - using the drop down list of subject areas. • Credit type - (e.g. reading, technology) using the dropdown list of credit types. • Course Code- (e.g. TECH65325) or Title (e.g. Teaching AP Calculus) • Session (SRN) - (e.g. 286532502) • Start Date Range – (e.g. From: 08/21/2008 To: 08/22/2008) • 
<p>B. Review the search results</p>	<p>After you select a search parameter, click on the Search button.</p>  <p>Review the list of course titles that appear below. Click on the title to see detailed course description and dates/times it is being offered.</p>

QUESTIONS

C. Register for the Session (or not)



ANSWERS

Review the **Course Information** at the top of the page. This will include the course content.

Review the **Course Sessions** (dates, times and location where course will be offered)

NOTE: Scroll down the page to see if there are other sessions offered on different dates.



Click on the **Register** button to the left of the session you want to attend.

WAKE COUNTY PUBLIC SCHOOL SYSTEM *electronicregistrar ONLINE

Home Course Catalog My Current Schedule My Transcript My Profile My Programs My Evaluations

Select a session by clicking on the green circle labeled "Register."
If enrollment in a session must be approved, click the green circle labeled "Request Enrollment."

Course Information [Back to Search Results](#)

Course Code: VOC52184
Name: **AEROSPACE, DRAFTING, PRINTING GRAPHICS**
Description: Monthly meetings from 3:30-5:00 at various school sites TBA. Lectures, demonstrations, and participation of attendees in various topics of discussion related to Aerospace, Drafting and Graphics
Aug 20, 2008, meeting is the CTE Convocation at Sanderson HS. NEW TEACHERS WHO STAY ALL DAY, E-MAIL LIN WEBBER FOR FULL CEU CREDIT
Requirements: There are no prerequisites for this course.

Course Sessions (Choose a session to register)

SRN	Status	Location
285218401	Active	Registration Starts: 07/14/2008 06:00 AM Registration Ends: 09/30/2008 05:00 PM Late Drop Starts: \$ 0.00 Late Drop/No Show Fee: \$ 0.00 Session Budget Code:

Register

Delivery Method: D, 2 or more dates within 3 months with follow-up
Stipend: None
Target Audience: None
Coordinators: Craig Pendergraft
Date/Time: 08/20/2008 08:00 AM - 04:00 PM
Credit Types: Credits Hours Reg. Fee
Technology Renewal Credits
Additional Information: Call or e-mail Lin Webber @ 713-0672 or lwebber@wcpss.net if you are unable to attend. 71408

Review your registration confirmation.

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Chrys, you have successfully registered for the following course and session.

Registration for Session Successful [Return to Catalog](#)

	Date & Time	Course Title	Course #	Session #
Enrolled	Wed Aug 20, 2008 08:00 AM - 04:00 PM	AEROSPACE, DRAFTING, PRINTING GRAPHICS	VOC52184	285218401

D. Track workshops for which you are registered.

Click on the **My Current Schedule** tab to track workshops for which you have already registered.

WAKE COUNTY PUBLIC SCHOOL SYSTEM *electronicregistrar ONLINE

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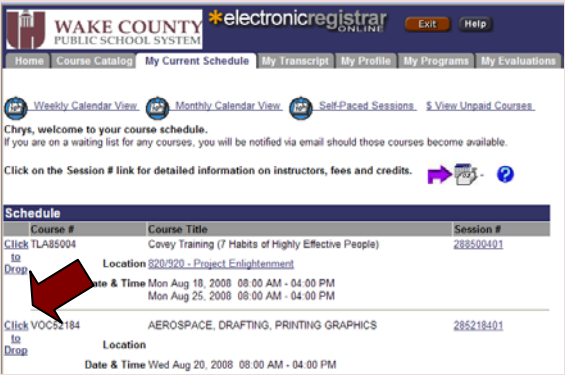
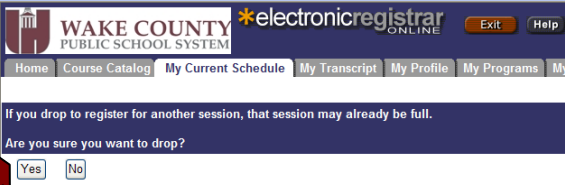
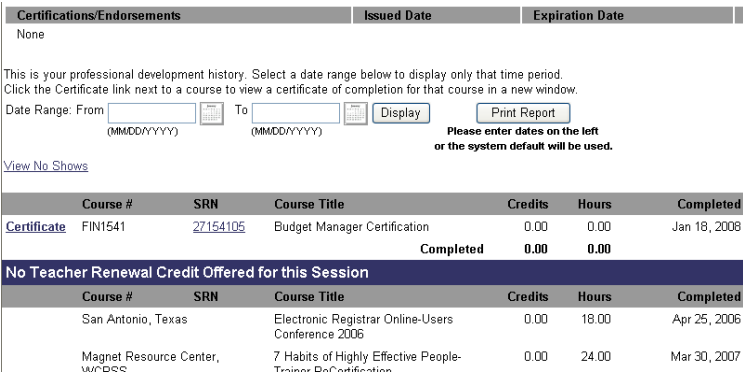
[Weekly Calendar View](#) [Monthly Calendar View](#) [Self-Paced Sessions](#) [View Unpaid Courses](#)

Chrys, welcome to your course schedule.
If you are on a waiting list for any courses, you will be notified via email should those courses become available.

Click on the Session # link for detailed information on instructors, fees and credits.

Schedule

Course #	Course Title	Session #
Click TL85004 to Drop	Covey Training (7 Habits of Highly Effective People) Location: 820/920 - Project Enlightenment Date & Time: Mon Aug 18, 2008 08:00 AM - 04:00 PM Mon Aug 25, 2008 08:00 AM - 04:00 PM	289500401
Click VOC52184 to Drop	AEROSPACE, DRAFTING, PRINTING GRAPHICS Location: 820/920 - Project Enlightenment Date & Time: Mon Aug 18, 2008 08:00 AM - 04:00 PM Mon Aug 25, 2008 08:00 AM - 04:00 PM	285218401

QUESTIONS	ANSWERS
<p>6. How do I drop a workshop for which I'm registered?</p>	<p>Click on the My Current Schedule tab to see workshops for which you have already registered.</p> <p>Click on the Click to Drop link to the left of the workshop Course #.</p>  <p>Click on the Yes button.</p>  <p>The workshop information will be removed from your schedule.</p>
<p>7. How can I check my transcript in eSchools?</p>	<p>Click on the My Transcript tab at the top of the page.</p> <p>Your transcript will appear below. Courses are arranged according to the type of credit that they have offered (e.g. Technology, Standard, Reading, etc.)</p>  <p>Enter a date range in the From and To fields.</p>

QUESTIONS

ANSWERS

Date Range: From To
 (MM/DD/YYYY) (MM/DD/YYYY)

[Display](#) [Print Report](#)

Please enter dates on the left or the system default will be used.

Click on the [Print Report](#) button.

At the next window, just click on the [View Report](#) button at the bottom.

My Transcript [Back to My Transcript](#)

Contents: A printable version of your transcript.

Record Selection

Registration Status:
 Credit Type Name:

Fields To Display

Grades: <input type="checkbox"/>	Curriculum Category: <input type="checkbox"/>	District Address: <input type="checkbox"/>
Course Code: <input checked="" type="checkbox"/>	SRN: <input checked="" type="checkbox"/>	Hire Date: <input type="checkbox"/>
Hours: <input checked="" type="checkbox"/>	Course Title: <input checked="" type="checkbox"/>	Start Date: <input type="checkbox"/>
Totals: <input checked="" type="checkbox"/>	Completed Date: <input type="checkbox"/>	Certification Area & Dates: <input type="checkbox"/>
Credits: <input checked="" type="checkbox"/>	Late Drop Details: <input type="checkbox"/>	Total Late Drops: <input type="checkbox"/>
Total Registered: <input checked="" type="checkbox"/>	No Show Details: <input type="checkbox"/>	Total No Shows: <input type="checkbox"/>

Format Options

Report Title:
 Output Format:

[View Report](#) [Reset](#)

This will create a .pdf file of your transcript for easy printing.

Wake County Public School System
My Transcript

Name
 Chrys Browne
 905- Staff Development
 Officials- Administrators- Managers
 People Status: Active
 Registrant Type: Support Sch Based/Central Office Fulltime Perm 75% to 100%

Requirements
None



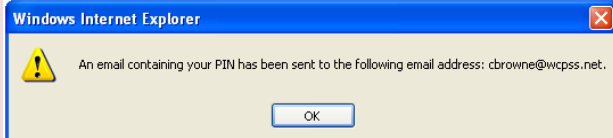
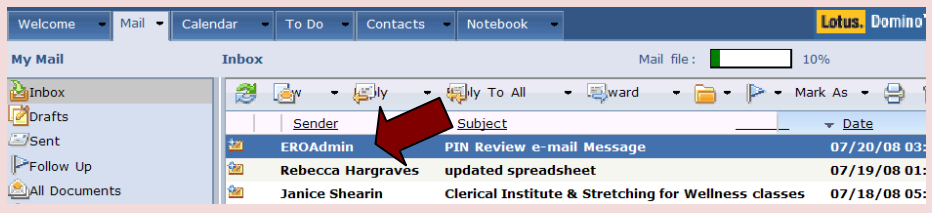
Course #	SRN	Course Title	Credits	Hours	Completed	Status
FIN1541	27154105	Budget Manager Certification	0.00	0.00	01/18/2008	Attended
			Completed	0.00	0.00	

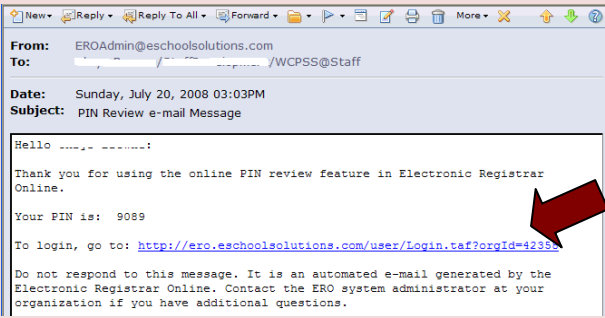
No Teacher Renewal Credit Offered for this Session

Course #	SRN	Course Title	Credits	Hours	Completed	Status
		Magnet Resource Center, ReCertification	0.00	24.00	03/30/2007	Attended
		San Antonio, Texas Electronic Registrar Online-Users Conference 2006	0.00	18.00	04/25/2006	Attended
			Completed	0.00	42.00	

Standard Renewal Credits

Course #	SRN	Course Title	Credits	Hours	Completed	Status
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QUESTIONS	ANSWERS
<p>8. What if I forget my PIN?</p> <p>A. Click on the Forgot your PIN? link at the eSchools log in page.</p> <p>B. Open your Lotus Notes (e-mail) account.</p>	<p>Get to the electronic registrar online login page.</p> <p>Click on the text link for Forgot your PIN?</p>  <p>Type in your 6-digit WCPSS employee number.</p> <p>Click on the Email PIN button.</p>  <p>You'll get a confirmation message that tells you that your PIN has been sent to your WCPSS email address.</p>  <p>Click on the OK button.</p> <p>Open your Lotus Notes e-mail account. Click on the message from EROAdmin</p>  <p>The e-mail message will identify your 4-9 digit PIN number.</p>

QUESTIONS	ANSWERS
	 <p>To login with your PIN, click on the blue link to eSchoolSolutions.</p>
9. Who uses eSchools?	<p>All active employees in WCPSS. This includes all teachers, administrators, clerical support staff, teacher assistants, custodians, transportation staff, child nutrition staff, etc.</p> <p>Retired or former WCPSS staff can still access transcript information on eSchools even after they leave; however, they are not able to register for any workshops once they've left WCPSS.</p>
10. What information does eSchools contain?	<ul style="list-style-type: none"> • Basic employee profile information (name, job title, location, etc.) • Registration records for trainings/meetings held in WCPSS. • Attendance records for trainings/meetings held in WCPSS. • Evaluation records for all trainings/meetings held in WCPSS. • Transcript records for University/College/Community College courses completed by employees. • Credits for training taken outside of WCPSS.
11. Who is in charge of eSchools?	<p>The Organizational Development & Support office at the Webster Center in Cary is charged with maintaining all data in ERO. T: 919.858.1675</p> <p>ODS trains 1-2 staff at each school and in Central Service departments as "Managers" in eSchools.</p>

QUESTIONS	ANSWERS
<p>12. How can I get credit on my transcript in eSchools for credits I earn outside of WCPSS?</p> <p>*SDC = Staff Development Contact (person at each school who is responsible for eSchools - usually an IRT, CDC, or assistant principal.)</p>	<ol style="list-style-type: none"> 1. Credits earned during previous employment in another school district. Send a transcript (no handwritten transcripts!) from previous employer directly to Organizational Development & Support at the Webster Center. 2. University, college, community college credits. Send a copy of an OFFICIAL transcript from the institution directly to Organizational Development & Support at the Webster Center. 3. Training done at my school with a group of my colleagues. Register in eSchools for any school-based courses in which you will participate. Your SDC* will enter your attendance for the session. You will complete the on-line evaluation of the session and then your credit will appear on your transcript. 4. A Collaborative Studies among my colleagues. Submit the "<u>Prior Approval for Collaborative Study</u>" form to your principal. With prior approval, complete the study with your colleagues. After successful completion, submit proof of completion to your Staff Development Contact. The SDC will enter your credit into eSchools. 5. A Non-WCPSS workshop, for example: <ul style="list-style-type: none"> • <i>summer institutes or workshops</i> • <i>workshops offered outside of WCPSS</i> • <i>Professional conferences</i> • <i>NCCAT</i> • <i>Workshops at DPI</i> • <i>Non-transcribed credits</i> Submit a "<u>Prior Approval for Non-WCPSS Workshop</u>" form to your Principal or SDC before attending the event. Attend the event. Submit proof of completion to your SDC after the event. The SDC will enter your credit as Transfer Credit after the successful completion of the event.